

Web Collaboration Tools

WWG 2010

A presentation and discussion of what tools staff use to collaborate with external partners.

Where do EPA's enterprise tools fall short? What are the best approaches to fill those needs? What are the web policy barriers to web-based collaboration, and how to do we work within those constraints?

What we're allowed to do, what we're not allowed to do, and what we can do within those constraints to best accomplish standard work tasks

Agenda

8:30- 9:30am- Presentations by Jean, Kol, Jeremy.

9:30-10:20am- Discussion. Brainstorm about viable approaches moving forward.

Introduction (30 minutes) Kol

- Kol has been working on leveraging 3rd party tools.
- Jean has a handle on what EPA actually has to offer.
- Jeremy has run web-based collaboration sites for EPA and other cross-agency workgroups.
- definitions of types of web conferencing tools/functionality
- dealing with federal constraints.

Jean - Tools (30 mins)

- focus on tools in-house at EPA and real-time tools such as web conferencing
- matrix of tool availability

Jeremy - How to get group to use tools for collaboration (15 minutes)

- building collaborative community,
- asynchronous communication tools such as group sites

Group Discussion. Biggest complaints/needs. What next?

First let's define what we're talking about.

Definitions of Web Collaboration/Web Conference Functions

Synchronous

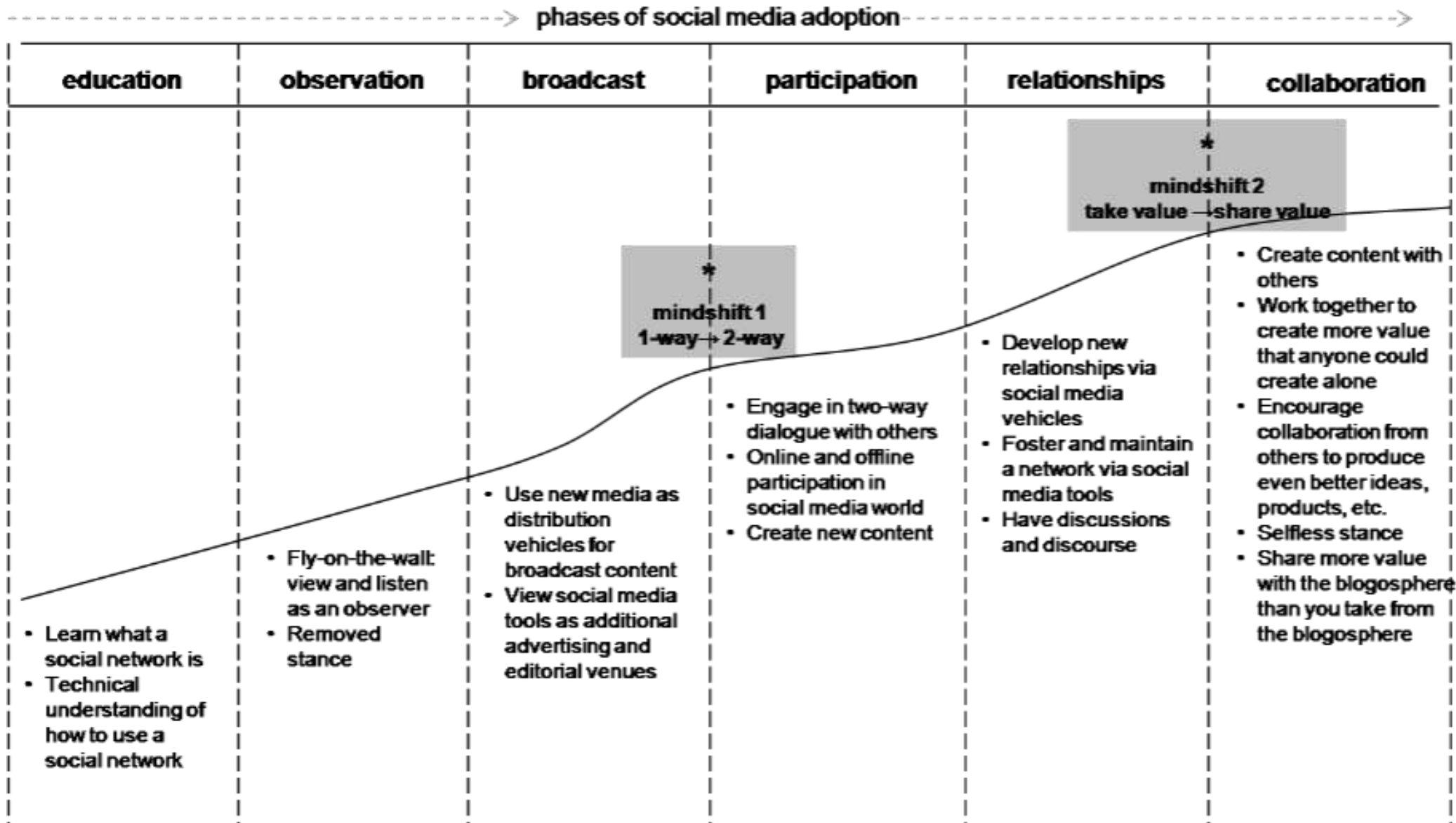
- Video conferencing – streaming from video hardware to other video hardware
- Video chat- streaming from webcam to webcam via web browser or free app
- Screen sharing- sharing desktop with others two way
- Webcasting - sharing desktop with others one way
- Instant messaging- sharing text and small graphics with others
- Audio conferencing- groups of people talking to one another remotely

Asynchronous

- Media/ document sharing workspace - hosting content and documents for others to view and download
- Document collaboration - collaborating on documents together virtually
- Discussions forum- facilitating collective knowledge management.
- Listservs- archived and managed email database tool with a defined groups
- Wikis- web pages that anyone can edit
- Social networking - systems for direct or broadly distributed communication with identified individuals
- Social voting tools, comments, discussion threads- user feedback on items
- Blogs- one to many, archived, search-able communication

Other functions/needs?

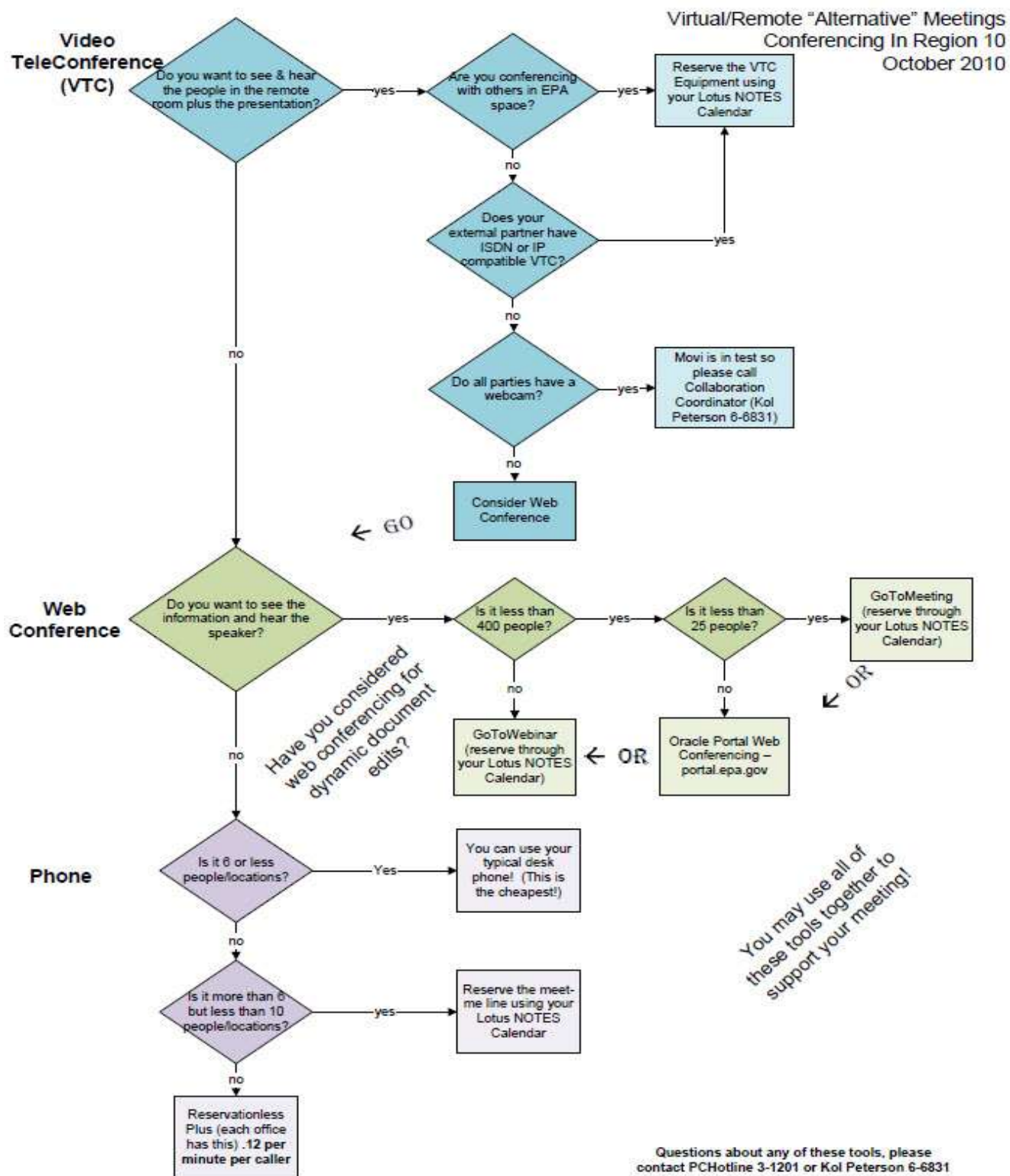
Social Media Adoption Curve



Created by [Maxine Toller](#), 11/6/2008

Collective intelligence

R10 guide for virtual meetings



Web page on intranet with existing collaboration tools

Collaboration Tool	Web Conferencing					Shared Workspaces			Instant Messaging	Video Conferencing			Other Tools	
	Oracle Portal	Sametime Meeting	Go to Meeting	Go to Webinar	Webex	Oracle Portal	Lotus Quickr	Wikis	Lotus Samtime Connect	VTC units	Movi	skype or chat video	Shared Drives	Mail in Databases
Set up	instant or scheduled	instant or scheduled	instant or scheduled	instant or scheduled	instant or scheduled	instant	1-2 days, email natl.	2-6 weeks, email natl.	integrated with lotus notes	RRS	under consideration	not considered	existing	same day
# of people	up to 250	up to 250	up to 15	up to 1000	up to 15	up to 250	up to 250	any	any	6	peer to peer	any	any	any
Mac	no	yes	yes	yes	yes	no	yes	yes	yes	no	no	yes	no	no
Cost	EPA National	EPA National	Individual program	Individual program	WCF, not approved for use in Region 10	EPA National	EPA National	free	under notes	whoever initiates	monthly	free	no additional cost	no additional cost
Security	EPA approved	EPA approved	under review	under review	EPA approved	EPA approved	EPA approved	EPA approved	EPA approved	EPA approved	under review	Not Approved	EPA approved	EPA approved
External Partners	yes	yes	yes	yes	yes	yes with registration, takes a day or 2	yes with registration, takes a day or 2	yes	with addon	yes	yes	yes	no	no
Video	no	yes	no	no	no	na	na	na	yes, with addon	yes	yes	yes	na	na
Audio	yes	yes	yes	yes	yes	na	na	na	yes	yes	yes	yes	na	na
Recording	only audio	yes	yes	yes	yes	na	na	na	yes	no	no	no	na	na
Support	EPA National	EPA National	yes, but extra cost	yes, but extra cost	EPA National	EPA National	EPA National	yes, EPA and media wiki	yes	yes, local and national	TBD	no	IRU	IRU
Size limit	na	na	na	na	na	extra space can be requested up to several gigabytes	no	no	na	na	na	na	none	none
File types	na	na	na	na	na	any	any	any	na	na	na	na	any	any
Chat	yes	yes	yes	yes	yes	yes, with oracle messenger plug in	lotus sametime	no	yes	na	na	na	na	na

Federal Laws that Constrain Federal Administration of Public-Facing Web Collaboration Tools

- National Archives and Records Administration (NARA)
- Federal Advisory Committee Act (FACA)
- Paperwork Reduction Act (PRA)
- National Institute of Standards and Technology (NIST)
- Section 508
- and more!

Also, you have to work within normal EPA business practices:

Communication procedures, managerial approval, ethics, etc.

Creative Solutions to Dealing with Federal Constraints

- 1) Use EPA's existing web tools: These include EPA's Environmental Science Connector, Quickr, Portal, Lyris listserv. New 'workspace' and 'social networking' tools are coming (eg. Websphere?).
- 2) Keep trying to create better and better external facing collaborative Websites. Eventually, we'll figure out how to work within our constraints and still get the job done. Each attempt can help grow best practices. (eg. Greenversations, Discussion forums, Watershed Central, Yammer anyone?)

Creative Solutions to Dealing with Federal Constraints

3) Join existent collaborative Website community with a similar mission and advertise that your users should use that platform for their workgroup needs and discussions. As long as we are only participants, not administrators of a web collaboration site, the site is not limited by those same constraints.

4) Suggest or designate 3rd party partners with the authority to build, administer, foster, and manage a Web community. You can even teach them how to do this. (eg. Yahoo Groups, Ning, GovLoops groups)

5) Wait a couple years. More than likely, this very common 'collaborative Website' issue will trickle up both at EPA and across government in the next two years, and a much better solution will come to fruition. (eg. Fedspace, OMB Max Wiki)

The following table briefly compares these tools. Please note, that the ESC is a separate community on the EPA Portal which customized the Collaboration Workspace services specifically for its purposes. You should see many similarities between these two resources.

Features	QuickPlace	Portal Collaboration Workspace	Environmental Science Connector
User creates with immediate access to site	Request form must be approved by OEI first	√	√
3 levels of access (eg readers, writers, administrators)	√	√	√
Calendar	√	√	√
Members List with contact information	√	√	√
Library	√	√	√
Announcement or Discussion Board	√	√	√
Access for Non-EPA members	√ (on external QP sites only)	Request form must be approved by OEI	Request form must be approved by OEI
Site Storage Quota	None	50 MB total (additional can be requested)	None
Search Engine	√	√	√
Automatic Daily, Weekly Updates	Online and Emailed to Members	Online	Emailed to Members, Project Notification on ESC homepage
File Upload Limit	50 MB per upload	Max 50 MB can be added to site total based on site storage quota	500 MB per upload
Direct email to site to add content	√	√	
Task Tracking	√	√	
Customized rooms for additional security/separation	√		
Create custom forms for adding information	√		
Customize look & feel (fonts, colors, layout, etc)	√		
Include special work flow processes to add, approve, and review content	√	√	
Create custom view based on site content	√	√	
Add to Public List of Sites			√
Access off EPA network	√ (on external sites only)	√	√
Document editing & tracking capability	√	√	√
Versioning control	√ (with revisions)	√	
Links to web conferencing		√	√
Permit Self-Sign Up to Access Site			√

Collaboration Tools

What does EPA have to offer?

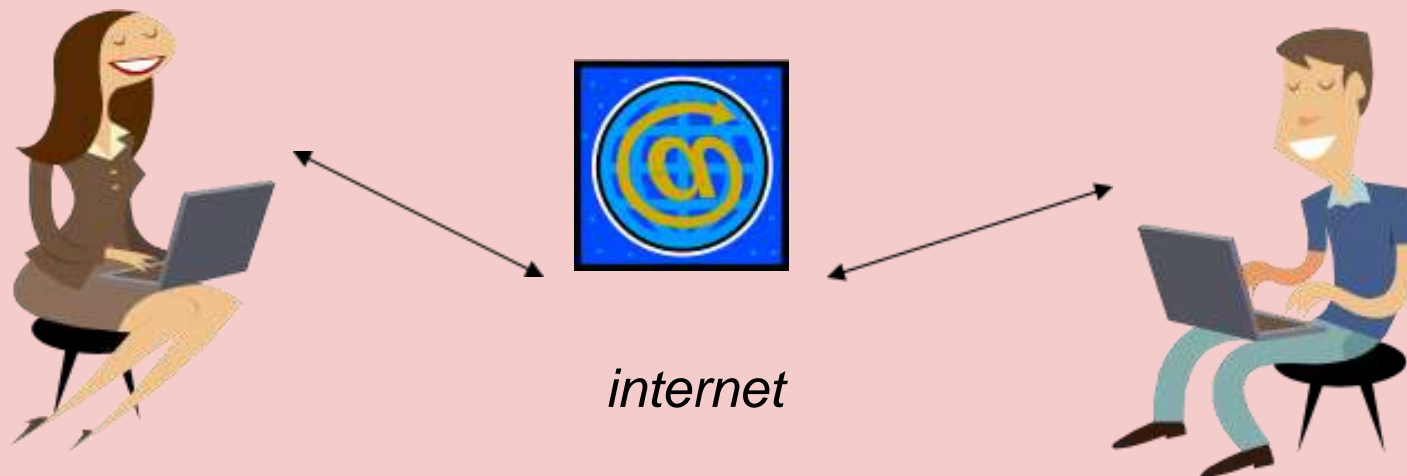
Jean M Balent, OSWER
Technology Innovation and Field
Services Division

A reminder before we look at collaboration tools

- Everything that we will cover today is a **tool**, not a salvation
- These tools can be used to efficiently communicate with team members and *centrally manage information for a project*
- Their success depends on *your* implementation, enforcement, and support!

Synchronous Tool: Instant Messaging, Video Calls, Voice Chats

- Goal: conduct quick, on-the-fly communication for small groups
- Ability: Exchange text based messages in real-time, may also include sharing of video and audio feeds as well as file transfer
- Alias(es): *Chatting, IM, Video Call, Voice chat*



Why would you use this?



Everlasting conference call....

Why would you use this?

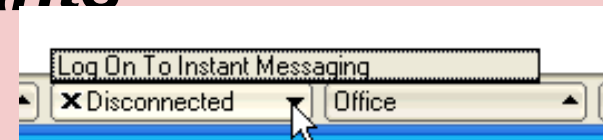
- Emails can be inaccessible due to travel or become “lost”
- People may work in multiple locations so you may never know where to find them/how to reach them
- Telephone/emails lack personal “face-to-face” interaction
- Internal video conferencing equipment may be inaccessible

Instant Messaging Tools available across EPA

Any EPA employee may use these tools with EPA and some with non-EPA participants

- Sametime Connect

- Available in Lotus Notes
- Download from External Sametime Server



<https://epastx.rtp.epa.gov/stsrc.nsf/WebConnectLaunch?OpenForm>

- Oracle Messenger

- Download <http://hawkeye.epa.gov/welcome/download.jsp>

- AOL's Instant Messenger

- Download www.aim.com

Instant Messaging Tools

Free services

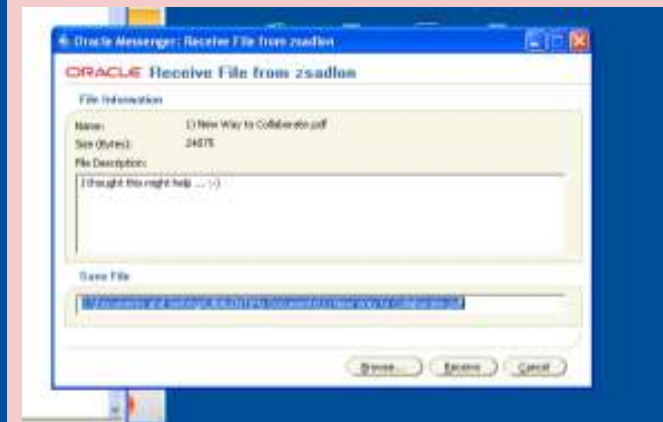
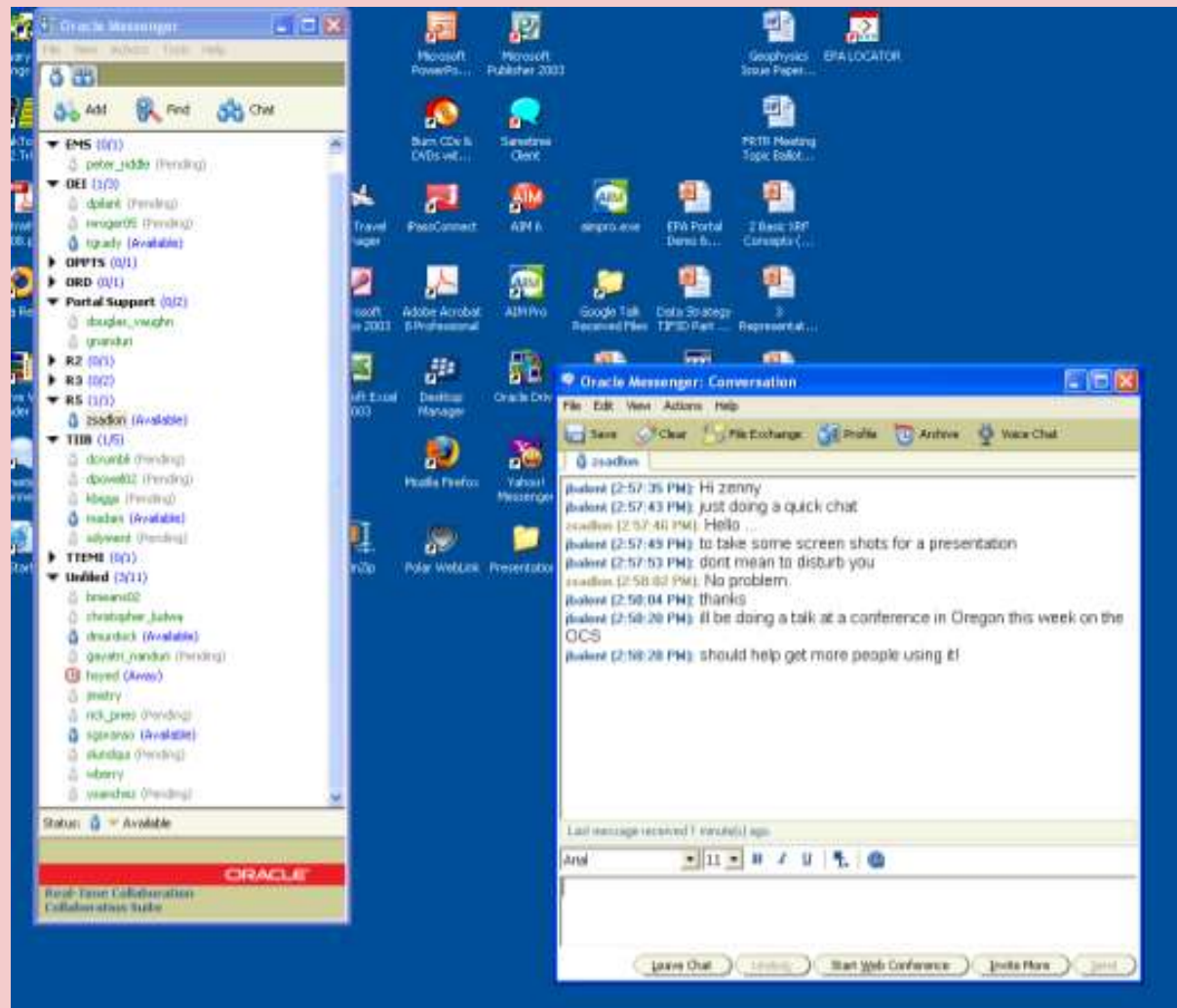
Most allow for file transfer

Many offer video calls and voice chats

- AOL's Instant Messenger (AIM)
- Yahoo Messenger
- MSN Messenger
- Trillian*
- GoogleTalk
- Skype



Oracle Messenger



Oracle Messenger



Pros

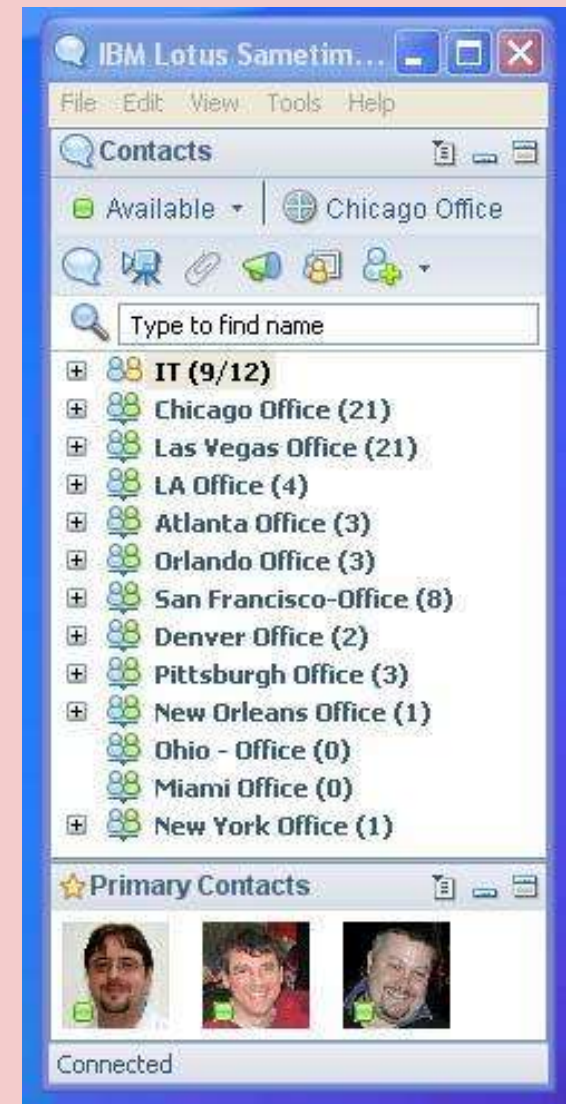
- Send real time text messages to users logged in
- Stores archived messages for offline users
- Use with EPA and sponsored non-EPA
- Auto updating user status
- Send files through a chat interface
- Open web conference with 1 click
- Use mic to enhance communication
- Create and share contact lists
- Save chats in history



Cons

- Many people do not understand why they would chat instead of email, call or go see person
- No video sharing
- Must manually add users to contact list
- Must create an account to use for external partners
- No linkage with other popular IM integration clients (eg AIM, GoogleTalk, MSN Messenger, Yahoo Messenger, etc)
- File exchange only supported behind firewall
- No web version, must install desktop app

Sametime Connect



Sametime Connect



Pros

- Send real time text messages to users logged in
- Use with EPA and sponsored non-EPA (doesn't always work)
- Auto updating user status
- Send files through a chat interface (newer versions)
- Open Sametime meeting with 1 click
- Use mic & webcam to enhance communication (newer desktop versions)
- Integrated directly into Lotus Notes



Cons

- Many people do not understand why they would chat instead of email, call or go see person
- Must manually add users to contact list
- No linkage with other popular IM integration clients (eg AIM, GoogleTalk, MSN Messenger, Yahoo Messenger, etc)
- Works only within EPA firewall
- Not all Sametime servers can communicate with each other
- Different versions of Sametime Connect exist with varying functions

AOL Instant Messenger



AOL Instant Messenger



Pros

- Free download
- Send real time text messages to users logged in
- Archives/stores offline messages
- Use with EPA and sponsored non-EPA
- Auto-update user status
- Send files through a chat interface
- Open Webex with 1 click (AimPro)
- Use mic & webcam to enhance communication
- Web version for those who cannot install desktop app
- Can be used inside/outside EPA firewall

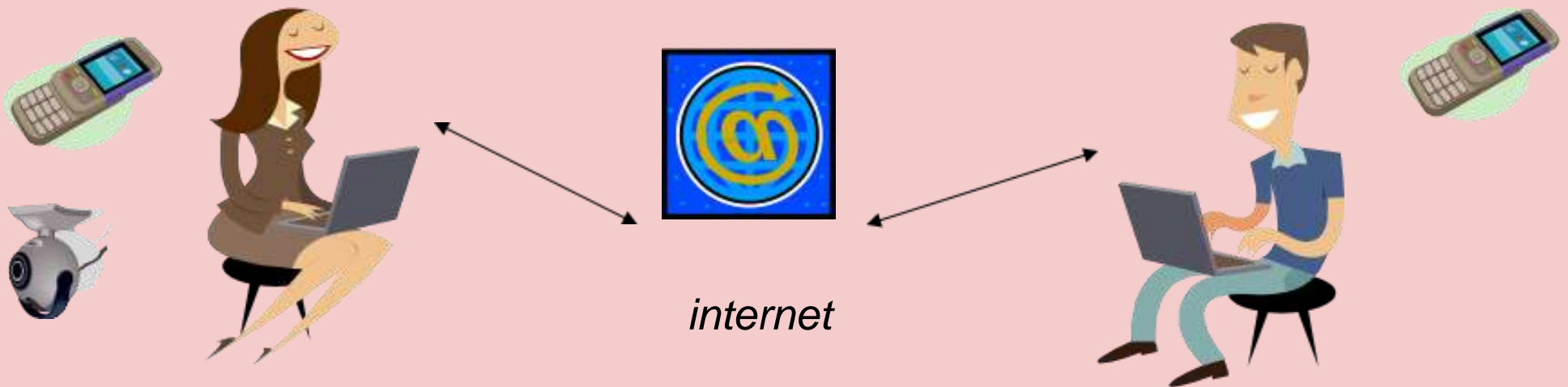


Cons

- Many people do not understand why they would chat instead of email, call or go see person
- Separate account required to use tool
- Not linked to EPA directories
- Must manually add users to contact list
- Some offices do not have permissions to install
- No linkage with other popular IM integration clients (eg, GoogleTalk, MSN Messenger, Yahoo Messenger, etc)

Synchronous Tool: Web Conferencing Overview

- Goal: Mimic a face-to-face meeting through the web
- Ability: look at the same content at the same time
- Alias(es): *Web Conference, Internet Seminar, Webinar, Webcast, Virtual Meeting*



Why would you use this?



Why would you use this tool?

- Limited travel funds
- Reduced budgets for training
- Schedule conflicts make travel difficult
- Flexiplace, Alternative Work Schedule have staff spread out physically
- Pandemic Situations, COOP
- Increased need to outreach to public & partners

Web Conferencing Tools available across EPA

Any EPA employee may use these tools with EPA and non-EPA participants

- Oracle Web Conference
 - <http://portal.epa.gov/webconference>
- Sametime
 - <https://epastx.rtp.epa.gov/epacenter.nsf>
- WebEx or Microsoft Live Meeting through Meeting Visuals (WCF)
 - www.meetingvisuals.com

Web Conferencing Tools

Commercial Services (pay to use)

*Participating in events is free,
scheduling/hosting events costs \$
Most offer free trials*

- WebEx
- GoToMeeting/GoToWebinar
- Sametime
- Microsoft Live Meeting (formerly Netmeeting)
- Adobe Connect

Web Conferencing Tools

Free services

Usually allow free meetings between limited groups (2-10), disable advanced features like recording

- AIM Pro – coupled with WebEx
- Vyew.com
- Mikongo.com
- Dimdim.com

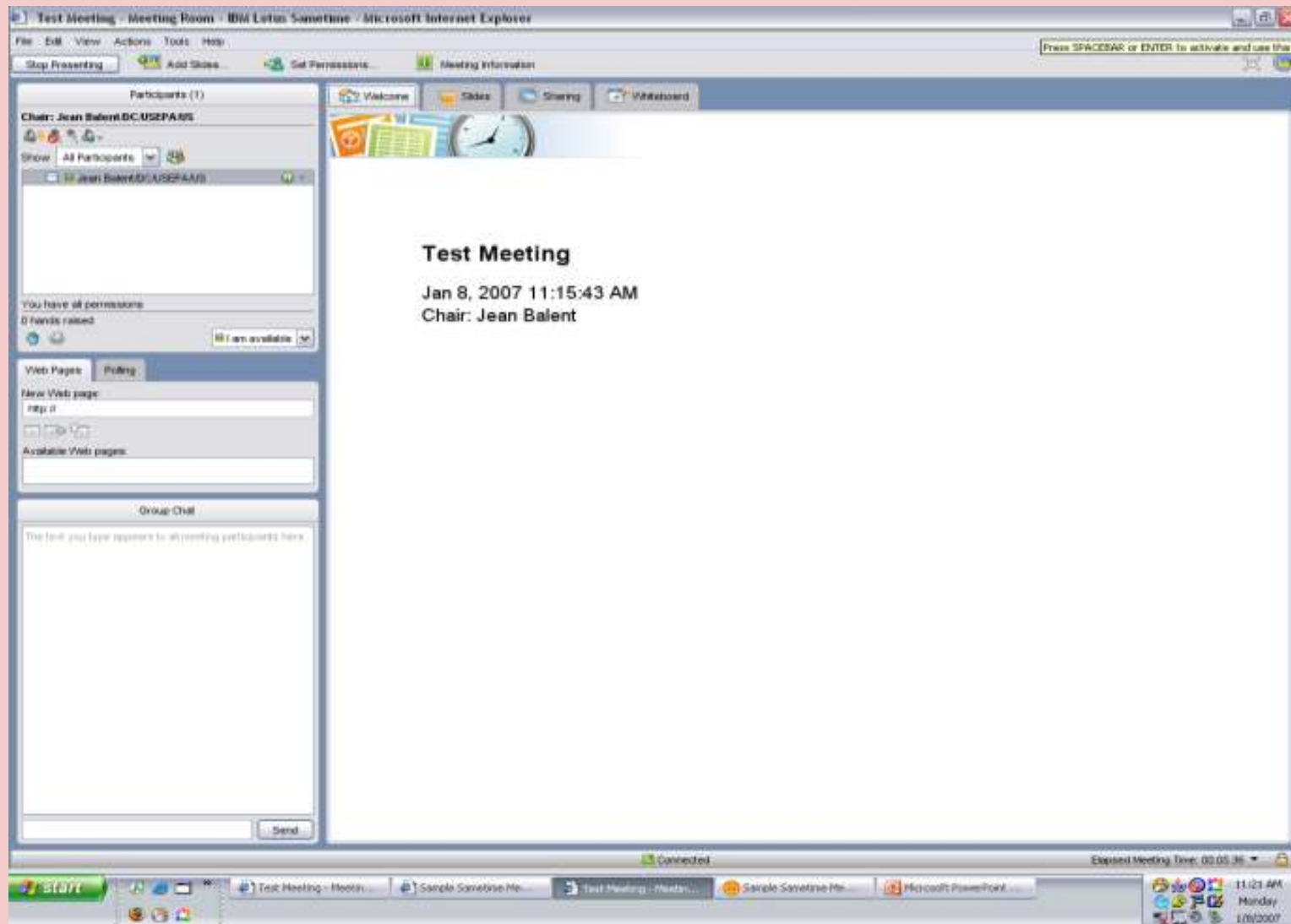
Sametime

- Screenshare to allow others to view materials available only on your desktop (eg modeling software)
- Chatting
- Upload files in advance for annotation
- Send instant messages and files to your coworkers in real time (Sametime Connect)
- Communicate with computer audio and video *
- Edit shared files and saving you changes
- Send Web pages and poll questions to meeting participants
- Whiteboard to actively graphically illustrate
- Record your meeting so that other people can view it later *

Sametime Servers

National (in RTP)	http://epasametime1.rtpnc.epa.gov	Region 9	http://r9sametime.r09.epa.gov
Headquarters (in DC)	http://dcsametime1.dcoirm.epa.gov Audio, Video supported	Region 10	http://r10sametime.r10.epa.gov
Region 2	http://r2sametime1.r02.epa.gov Audio, Video supported	Corvallis	http://corsametime1.cor.epa.gov
Region 3	http://r3sametime1.r03.epa.gov/STC_enter.nsf	Las Vegas	http://lvsametime.las.epa.gov
Region 4	http://r4sametime1.r04.epa.gov Audio, Video supported	External Sametime	https://epastx.rtp.epa.gov
Region 5	http://r5sametime.r05res.epa.gov Audio, Video supported	Any EPA employee can use any Sametime Server <ul style="list-style-type: none"> To Login to any server, use your Web/Internet Username and Password. Username usually first name <space> last name Password is likely same as Lotus notes, sometimes its your LAN/Novell password 	
Region 6	http://r6sametime.r06tok.epa.gov Not working as of 12/12/07		
Region 7	http://r7sametime1.r7comp.epa.gov Audio, Video supported,		

Newer Sametime Interface



Sametime

Pros



- User-friendly interface
- Outsiders can register for an account
- No charge to use
- No cost to record/replay
- Full options of screen sharing, document upload, whiteboard, polling, etc
- Audio and web cam integrated in SOME regions/offices

Cons

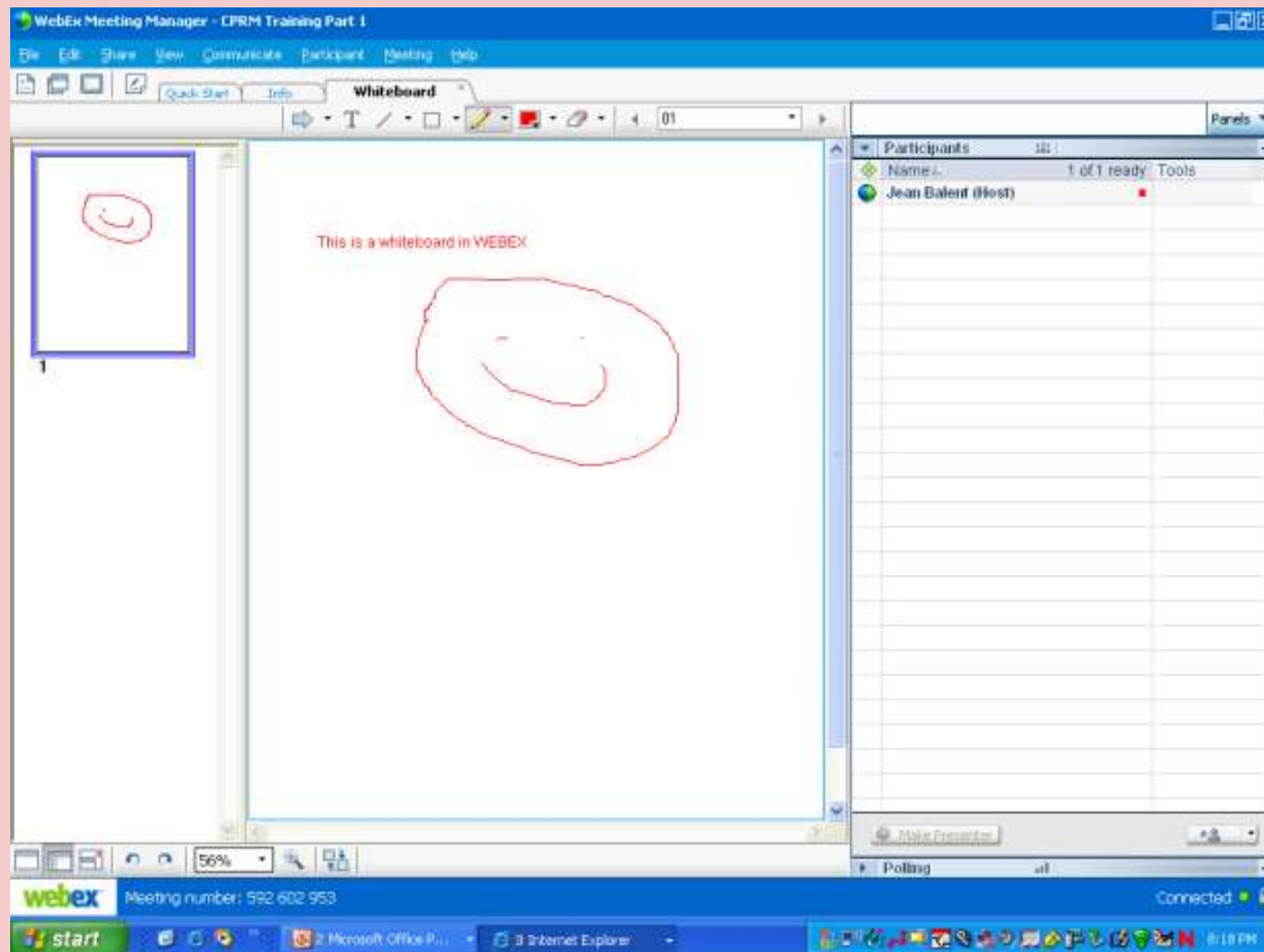


- Requires a username & password to host or attend an event
- Additional installation or software required to use
- Sametime External Server not stable
- Inconsistent software and tool availability
 - Some regions allow web cams & recording, others do not

Meeting Visuals with WebEx

- Network-Based Recording
- Integrated Audio Controls
- Document Sharing
- Support for Microsoft® PowerPoint™ Animation and Transitions
- Multimedia Content Sharing
- Application Viewing
- Application Sharing and Desktop Collaboration with Remote Control
- File Transfer
- Polling
- Multipoint Video Integration
- Record, Edit and Play Back Meetings
- Note Taking Panel
- Meeting Transcripts
- Floating Icon Tray
- Microsoft Office Integration
- Microsoft Outlook Integration
- Lotus Notes Integration
- High Performance and Reliability
- Security
- Increased Operating System and Application Platform Support

Meeting Visuals with WebEx



Meeting Visuals with WebEx

Pros



- Full options of screen sharing, document upload, whiteboard, polling, etc
- Audio integrated into web interface --> could help eliminate other costs
- Web cam integrated
- Public site, no username/password required aside from meeting #
- Works with Windows, Mac and many web browsers

Cons



- Additional installation or software required to use
- Expensive to use (\$0.48 per min per line of WCF)

30 person call for 2 hours

Conf Call (0.11 min/line) = \$396

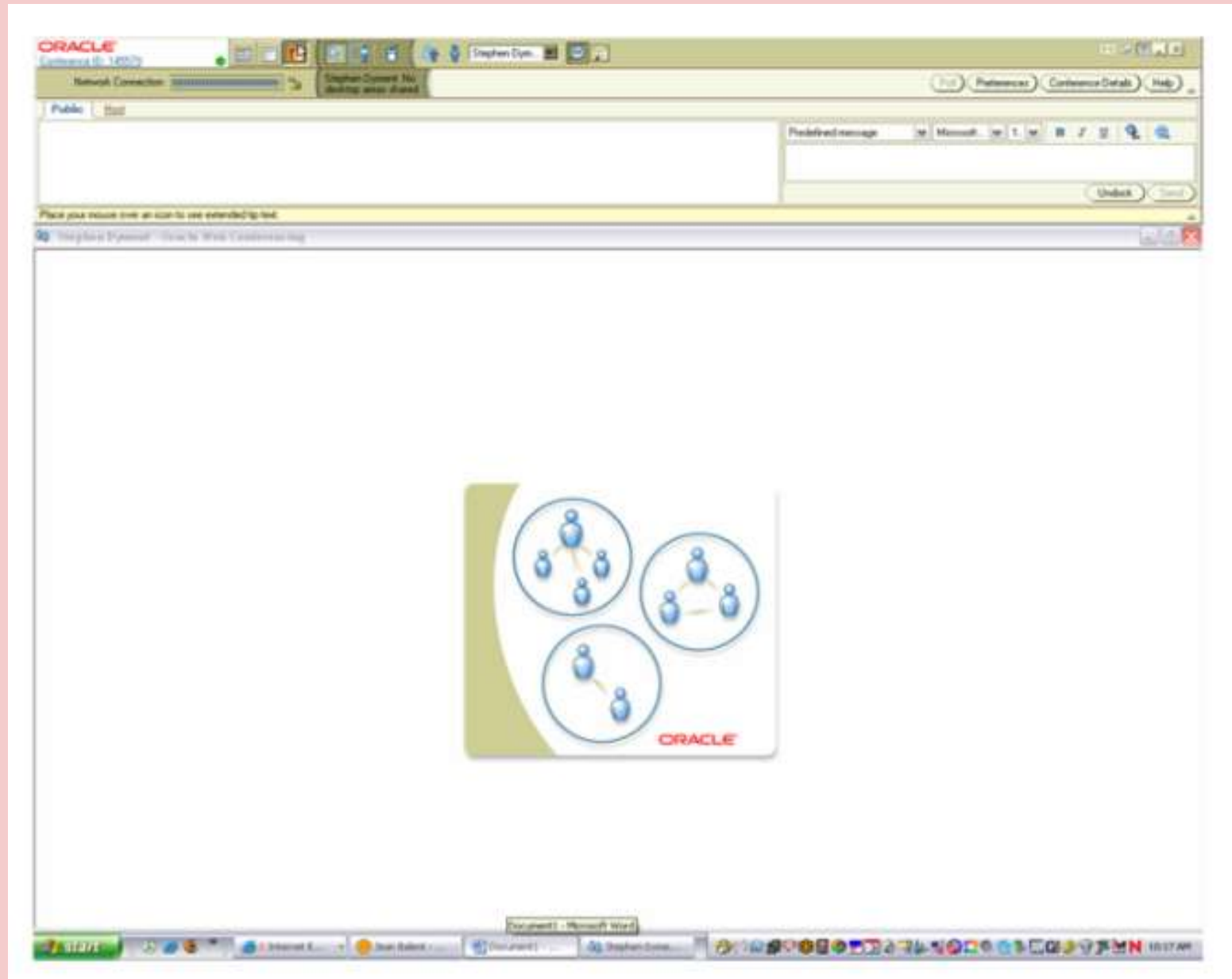
Teleconf Center (0.24 min/line) = \$864

MV/WebEx (0.48 min/line) \$1728

Oracle Web Conference

- Share live documents so that participants can watch you move through slides or other files as if they were in the room with you
- Share other applications on your computer
- Give control of your computer to other participants
- Let other participants share materials from their computers with others
- Poll the audience
- Chat with host, public, or groups of participants
- Record entire event for future download or replay
- Send automatic emails with links to preloaded documents
- And more....

Oracle Web Conference



Oracle Web Conference

Pros



- No cost to use
- Full options of screen sharing, document upload, whiteboard, polling, etc
- Audio integrated into web interface ☐ could help eliminate other costs
- Public site, no username/password required aside from conference key
- Free recording
- Stable and very close to real-time display

Cons



- Additional installation or software required to use
- Works only with Windows , IE, and Firefox
- Some limited issues with connection and stability
- Recorded events are downloaded as .exe
- Whiteboard has no text option
- Screen resolution can cause “fit” problems
- Audio can only be streamed with PC microphone

So which one should you use?

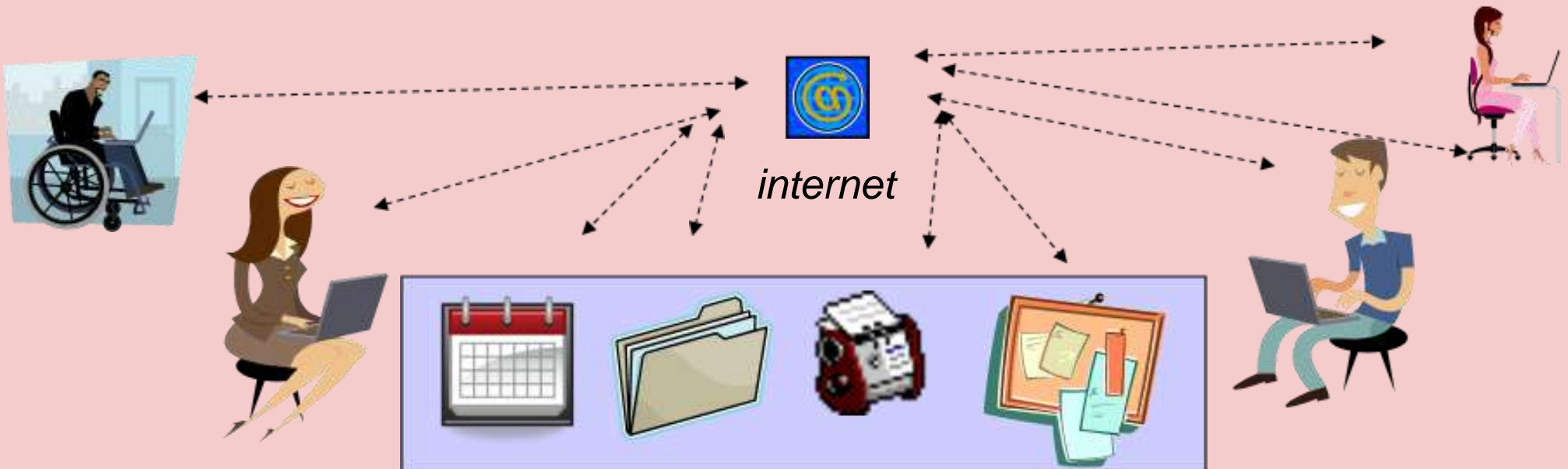
- **None** of the tools are perfect
- Right choice will depend on
 - Intended group/participants
 - Purpose (what will you cover/do)
 - Amount time you have to prep and support people
 - Available funds
- I use Oracle Web Conference primarily
(free, stable, many options, public page)

OSWER Experiences with Oracle Web Conferences

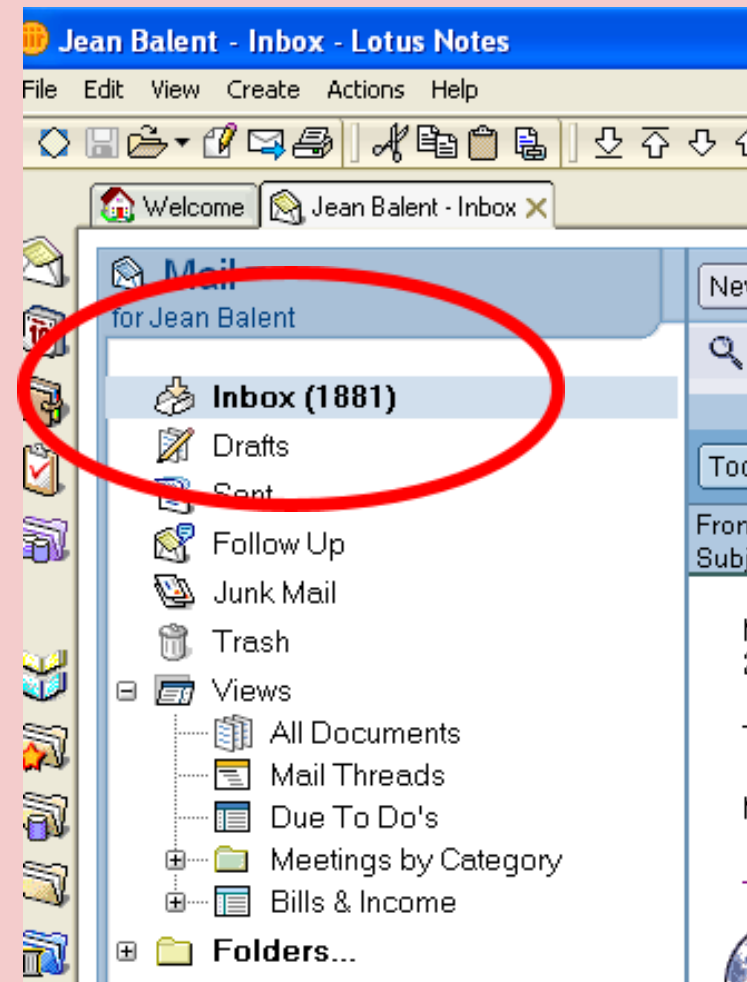
- CPRM Training
- Superfund Remedy Review Board
- ORD/OSWER Seminar Series
- Triad Conference Planning
- R3 Technical Support Meeting
- QuickPlace “tech support”
- Flexiplace

Asynchronous Tool: Team/Project Based Websites Overview

- Goal: efficiently communicate with team members and centrally manage information for a project
- Ability: combines and expands upon commonly used resources such as Emails, FTP sites, Electronic Calendars, Task Lists, etc
- Alias(es): *SharePoint, Team Page, Workspace, Workbench, QuickPlace, Shared Drive*



Why would you use this?



Why would you use this?

- How many times have you been involved with a project and said:
 - I can't find that email, can you resend it?
 - I deleted it...can you resend it?
 - I'm on travel and can't access your email...
 - That file is too large to send by email!
 - What's the file name? I can't find it on your FTP site.
 - Can you forward all the previous emails on that topic? I wasn't involved from the beginning and need to get up to speed.
 - What version are we working with?
 - Who edited this file?
 - We need to meet, tell me when you are free and we can schedule something...

Team/Project Based Website Tools across EPA

Any EPA employee may use these tools with EPA and non-EPA participants

- Quickr (Lotus Notes username/password)
 - External <https://epagpx.rtp.epa.gov/>
 - Internal <http://epaquickplace1.rtp.epa.gov/>
- Oracle Collaborative Workspaces (LAN username/password)
 - External <http://hawkeye.epa.gov/workspaces>
- Environmental Science Connector (LAN username/password)
 - External <http://portal.epa.gov/ESC>

Team/Project Based Website Tools

Commercial Services (pay to use)

Usually accessing content is free, posting content costs \$

Most offer free trials

- Webex WebOffice
- Projectspaces.com
- Centraldesktop.com
- MS Sharepoint
- IBM Quickr
- Oracle Collaborative Workspaces

Team/Project Based Website Tools

Free Services


Usually allow free sites between limited groups (2-5), disable advanced features and limit storage space

- Microsoft Office Live Workspace
- Google Apps
- fmyi.com
- zoho.com/
- deskaway.com
- thinkfree.com/

Quickr (formerly QuickPlace)

- Team website will give users options such as:
 - **Discussion:** gathering place for all resources related to a project
 - **Library:** houses the team's important QuickPlace pages
 - **Calendar:** place for adding and viewing critical dates relevant to the team's project
 - **Tasks:** tracking critical tasks assigned to team members
 - **Index:** listing of all the pages that have been contributed to the QuickPlace
 - **Customize:** set preferences for your QuickPlace
 - **Members:** QuickPlace manager can define who can read and author pages, members can change their passwords
- All of these options can be customized to meet the needs of a particular team
- Additional features can be created
- Password protected

Quickr (formerly QuickPlace)



**Community
of
Practice**

[my places](#) | [home/files for conference calls](#) > [jump...](#) > [next](#) | [last](#)

[new page](#) [cleanup](#) [folder options](#)

[sign out](#)

Welcome to the Triad CoP

Action Item and Upcoming Pre...

Members:

- [Files for Conference C...](#)
- [Ideas for Next CoP Call](#)
- [European CoP News](#)
- [Triad Video Project](#)
- [Archived Presentations](#)
- [Triad Toolbox](#)
- [Triad Implementation](#)
- [Coord-Market Work Group R...](#)
- [Education Work Group Room](#)
- [Science & Techn Work G...](#)
- [Library](#)
- [Links](#)
- [Bulletin Board](#)
- [Comments](#)
- [Index](#)
- [Calendar](#)
- [Publications](#)

Files for Conference Calls

Type	Title	Created By	Created On	Updated By	Modified On
	January 2008 Triad CoP Conference Call	carolyn perroni	01/09/2008	carolyn perroni	01/30/2008
The next conference call for the Triad Community of Practice will be Tuesday, January 15, at 2:00 p.m. Eastern (1:00 p.m. Central, noon Mountain, 11:00 a.m. Pacific). The call-in number will be 1-866-299-3188. The access code is 7036030643#. Please mark your calendars...					
	January 2008 Triad CoP Conference Call	In progress by carolyn perroni	01/09/2008	Jean Balent	01/09/2008
The next conference call for the Triad Community of Practice will be Tuesday, January 15, at 2:00 p.m. Eastern (1:00 p.m. Central, noon Mountain, 11:00 a.m. Pacific). The call-in number will be 1-866-299-3188. The access code is 7036030643#. Please mark your calendars...					
	November 2007 Triad CoP Call	carolyn perroni	11/14/2007	carolyn perroni	12/10/2007
Agenda: 1) Introductions (All, 5 minutes) 2) Agenda Review (Carolyn Perroni, EMS, 2 minutes) 3) Update on CoP Working Groups Technology and Science (Steve Gardner, EPA) Coordination & Marketing (Kira Lynch, ...)					
	September 2007 CoP Conference Call Summary	carolyn perroni	11/12/2007	carolyn perroni	11/12/2007
	July-Dec 2006 Triad CoP Conference Call Archives	carolyn perroni	09/26/2007	carolyn perroni	09/28/2007
This page provides copies of the summaries of the Triad CoP conference calls from July through December 2006 and the presentations made during each call.					
	August 21 Triad Community of Practice Conference Call	carolyn perroni	08/17/2007	carolyn perroni	08/21/2007
(Revision #DE-7683)	August 21 Triad Community of Practice Conference Call	Deana Crumbling	08/17/2007	Deana Crumbling	08/17/2007
Added Deana's presentation slides for the call--please download both PPTs					
(Revision #CA-6B9B)	August 21 Triad Community of Practice Conference Call	carolyn perroni	08/17/2007	carolyn perroni	08/21/2007
Added Deana's presentation slides for the call--please download both PPTs					
(Revision #CA-5F78)	August 21 Triad Community of Practice Conference Call	carolyn perroni	08/17/2007	carolyn perroni	10/03/2007
Added Deana's presentation slides for the call--please download both PPTs					
	July 17 Triad Community of Practice Conference Call	carolyn perroni	08/17/2007	carolyn perroni	08/17/2007

Quickr (formerly QuickPlace)

Pros



- Free to use
- Complete suite of team resources: calendar, tasks, discussion, library etc
- Customize look, feel, layout
- Create custom forms, work flow, etc
- Create and run autoscripts
- Unique URL (separate site management)
- Managers process external user accounts

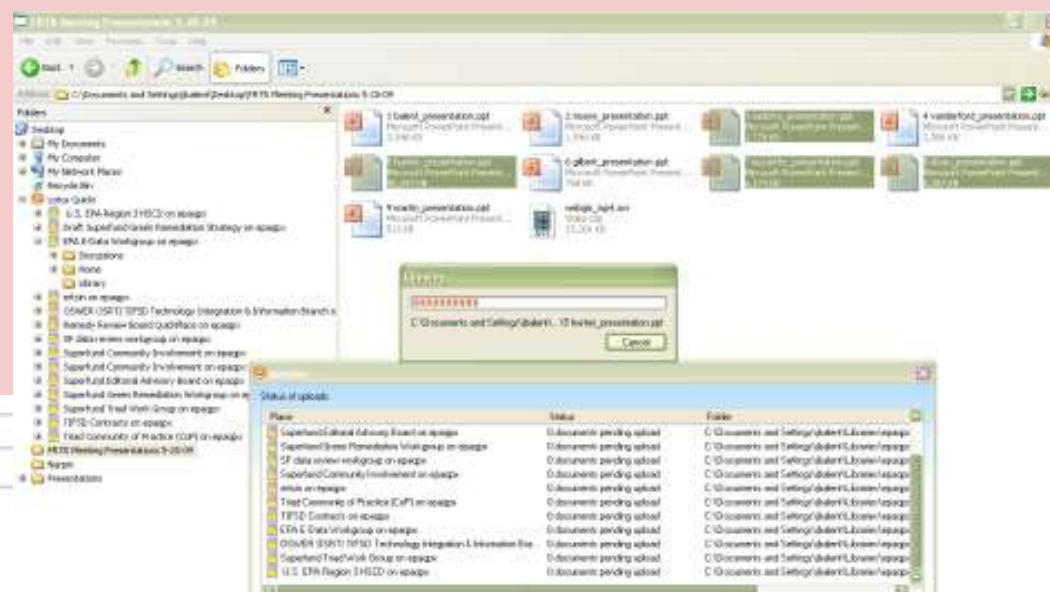
Cons



- Default settings use Active X
- Need RTP to approve request to create a QP
- No central directory of QPs
- Limited to 50 MB per upload
- Some issues with certain file types (PDFs)
- Some stability issues
- Little support for user community
- Look up by User ID

Quickr Upgrades

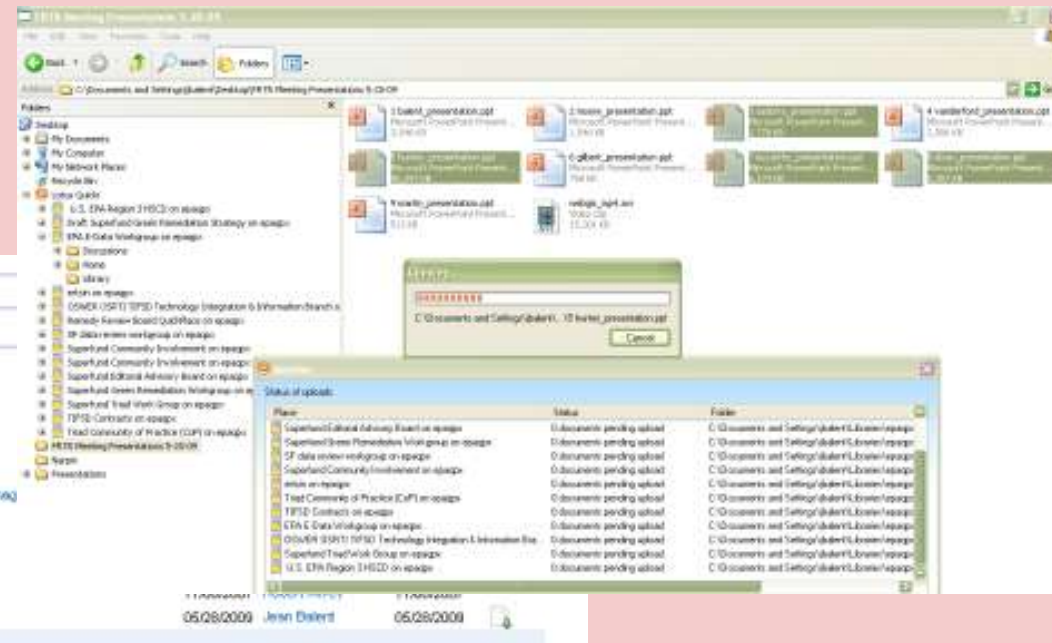
- Quickr monitor – explorer to upload files
- Improved/expanded MyPlaces view
- Improved file listing
- RSS feeds
- Training to be offered



08/02/2007	Jean Balent	08/02/2007
08/05/2007	Jean Balent	08/05/2007
11/06/2007	Robert Ahvey	11/06/2007
11/06/2007	Robert Ahvey	11/06/2007
11/06/2007	Robert Ahvey	11/06/2007
11/06/2007	Robert Ahvey	11/06/2007
05/28/2009	Jean Balent	05/28/2009

Quickr Upgrades

- Quickr monitor – explorer to upload files
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Oracle Collaborative Workspace

- Workspace will give options such as:
 - **Discussion:** gathering place for all resources related to a project
 - **Library:** houses the team's important files and resources
 - **Calendar:** place for adding and viewing critical dates relevant to the team's project
 - **Tasks:** tracking critical tasks assigned to team members
 - **Announcements:** special information important to team, similar to a bulletin board
 - **Inbox:** send emails to team members and keep copies for everyone to view
 - **Members:** View members, email address and online status, Admin can define who can read and author pages
- Password protected
- Options or “services” can be turned on/off

Oracle Collaborative Workspace

 **Collaboration Suite Workspaces**

[Preferences](#) [Logout](#) [Help](#)

My Workspaces

[My Workspaces](#) > [Site Information Management Course Development](#) >

You are logged in as: Jean Balent. Your role is "Administrator".






Overview

This space will be used to store and share information for the development of content for the Site Info Management Course to be delivered at the Feb 2008 OSC Readiness Conference

[Settings](#)

Library Activity

Previous1-5 of 13Next5

Name	Parent Folder	Last Modified	Last Modified By
 NARACViewingRunsGuide1.14.pdf	Library/Additional Resources	Feb 6, 2008 4:33 PM	Jean Balent
 NARACWebUG.pdf	Library/Additional Resources	Feb 6, 2008 4:33 PM	Jean Balent
 StandardPlotGuide1.2.pdf	Library/Additional Resources	Feb 6, 2008 4:33 PM	Jean Balent
 Notificationchecklist.pdf	Library/Additional Resources	Feb 6, 2008 4:33 PM	Jean Balent
 NARACWebGettingStartedGuide1.14.pdf	Library/Additional Resources	Feb 6, 2008 4:33 PM	Jean Balent

Discussions Activity

Previous1-5 of 11Next5

Name	Forum	Last Modified	Last Modified By
ERT Information Management System	Links	Dec 16, 2007 5:51 PM	Jean Balent
EVS - environmental visualizatio...	Links	Dec 2, 2007 4:54 PM	Jean Balent
EQUS (commercial tool)	Links	Dec 2, 2007 4:53 PM	Jean Balent
Spatial Analysis and Decision Aa...	Links	Dec 2, 2007 4:52 PM	Jean Balent
Visual Sampling Plan (VSP)	Links	Dec 2, 2007 4:51 PM	Jean Balent

Inbox Activity

Name	Last Modified	Last Modified By
Print materials for Site Info Ma...	Feb 2, 2008 2:12 PM	Jean Balent
Conf Call to discuss slides for ...	Jan 14, 2008 10:56 PM	Jean Balent
Lodging Info	Dec 17, 2007 7:27 PM	Jean Balent

[My Workspaces](#) | [Preferences](#) | [Logout](#) | [Help](#)

Site Information Management Course Development

Search

All

GO

- Overview
- Library
- Meetings
- Tasks
- Announcements
- Discussions
- Inbox
- Views
- Members

Announcements

- Print materials on FTP site

My Pending Tasks

- No Pending Tasks

My Upcoming Meetings

- No Upcoming Meetings



Oracle Collaborative Workspace

Pros

- Free to use
- Complete suite of team resources: calendar, tasks, discussion, library etc
- Users can create workspace with 2 clicks
- Single sign on to workspaces
- More support for user community

Cons

- Need OEI to approve requests for external accounts
- Static template, look & feel
- No advanced editing, scripts processing capabilities
- No central directory of workspaces
- Limited to 100 MB default library quota
- Some stability issues
- Site Managers must add users
- Look up by User ID

Environmental Science Connector

- ESC was created using technology from Collaborative Workspaces by ORD
- A project workbench can be created using the ESC while including links to EPA libraries and other online information sources
- Team website will give users options such as:
 - **Discussion:** comments and responses
 - **Library:** houses the team's important files and websites
 - **Calendar:** place for adding and viewing critical dates relevant to the team's project
 - **Members:** List members, who is actively signed in
- Very simple, streamlined interface
- Password protected

Environmental Science Connector

The screenshot displays the 'Environmental Science Connector' web application. The header includes a welcome message from Jean Balent, navigation links (My Profile, About, Tutorial, FAQ, Help, Contact Us, Site Map), and a search bar. The main content area is divided into several sections:

- Project Members:** Lists the Project Owner (Jean Balent) and Members (Anabel Waggoner, Art Donner, Denise Dotts, Bruce Means, Catelyn Perry, David Matlis, David Messerschmidt, and Deana Chumkin).
- Message Board:** Displays a list of messages, including 'User Capacity Web Conference Test', 'Issues with Sametime', and 'Issues with Oracle Workspaces'.
- Project Resources:** Shows a list of folders and their contents, including 'Getting Access to the EPA Portal', 'Internet Seminar Possibilities', 'Online Workspace Possibilities', and 'White paper on distance collaboration'.
- Project Calendar:** A calendar view for February 2008.

The interface is designed for collaboration, providing a central hub for project members to communicate and share resources.

Environmental Science Connector

Pros



- Free to use
- Basic team resources: calendar, discussion, library
- Any Portal user can create an ESC workbench in 2 clicks
- 500 MB file upload
- No workbench quota
- Users can sign up to access or Managers can control access
- Single sign on
- Central directory of workbenches
- Web Conference/IM links built in

Cons



- Need OEI to approve request for external users
- Static template, look & feel
- No advanced editing, scripts processing capabilities
- No additional team resources like tasks or emails
- Central listing provides at least some visibility of workbench
- Can only upload one file at a time
- No unique URLs

So which one should you use?

- **None** of the tools are perfect
- Right choice will depend on
 - Intended group/participants
 - Purpose (what will you cover/do)
 - Amount time you have to prep and support people
- **I use Quickr primarily (free, many enhanced features)**

OSWER Experiences with Quickr

- Conference FTP
- Triad Community of Practice
- TTIB Branch Administration
- Regional/Site Technical Support
- TIFSD Contracts
- Federal Women's Program
- EPA Intern Program

Brainstorming and Discussions

Summary of known issues and obstacles to using tools

General Issues

- Very little outreach about these tools beyond OEI events
- No central collaboration support
- Limited or no training available
- No independent/unbiased assessment comparing to other tools
- Tools compete with each other for funding, support and use

General Issues

- Need to install applications
- Usage of Scripts/Active X create barriers for many users



- Re... not
editable (in proprietary formats)

The solution:

- Bugs are only found through usage of tools
 - Document these problems
 - Report to tool owners
 - Hope for fixes
- Be aware of the capabilities/limitations and select the right tool for the right purpose

General Issues

- No where for users and customer base to interact and share information/knowledge
 - When QP goes down, what happens?
 - When someone learns a new trick how can they share it with others?
- Tool managers/owners don't
 - Know what we are doing with their resources,
 - Don't understand the value (time & cost savings),
 - Have info to make best decisions for customers (you and me)

For more information

EPA Intranet Page on Collaboration Tools:

<http://intranet.epa.gov/agcyintr/collaboration.htm>

EPA Portal Page on Collaboration Tools:

http://oaspub.epa.gov/portal/page/portal/GENERAL_PAGE_GROUP/TEAM_RESOURCES

Further discussion and tools for online collaboration

http://en.wikipedia.org/wiki/Collaborative_software

15 Free Collaboration Tools and Apps

<http://www.missiontolearn.com/2009/08/free-online-collaboration/>

Building Your Online Community

It's REALLY REALLY Hard"
– Steve Ressler, GovLoop

Getting Started

- Who is your target audience?
- What is their shared mission?
- Do they already self-identify as a community?
- How are they currently collaborating?
- What resources do you/
they have to work with?

Building Your Online Community

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The Radon Community

- EPA, state radon programs, radon professionals, radiation scientists
- Preventing lung cancer deaths from radon
- Yes, though often split along state/industry
- Joint national meeting, listservs, regional meetings, conference calls—technology shy
- Already organized into associations, EPA grant for outreach, launched joint campaign, EPA FTE/contract \$'s

RadonLeaders.org

- Launched September 2008
- Drupal-based platform
 - Grantee owned, jointly branded
- Simple collaborative tools offered:
 - Discussion forums
 - Group Calendar with mapping
 - Resource area (behind firewall)
 - Blogs with commenting

Radon Leaders Saving Lives



Doubling our results in the next five years*

Search...

For State Legislators

Find Your State Radon Contact

[Learn More About Radon](#)

Upcoming Events

2010
OCT
21

Radon & Cancer: Preventing Cancer in the Latino Community

2010
OCT
28

SUNY Oswego - Department of Technology - NYSDOH Radon outreach

2010
NOV
6

Environmental Justice Forum

[View all >>](#)

[submit an event >>](#)

Interact

Radon Change Package

[Learn & Contribute](#)

Radon Resource Bank

[Discover & Share](#)

RadonLeaders.org FYI

Publicize your upcoming meetings and events on the Community Calendar.

Blogs

Radon Forums

RSS Feeds

Listserv Archives

Polls



IN FOCUS

A Radon Trek Story: Community Health in Colorado

JULY 30, 2010 • RADONLEADERS.ORG



We are eager to hear about the successful outreach conducted through the **Radon Tee: World Trek 2010!** To share your Radon Tee World Trek 2010 story and inspire

others, visit www.radonleaders.org/radontee/share and tell us about your experience. The stories we receive may be featured here in the RadonLeaders.org InFocus.

The following narrative tells the story of classmates Cristine Solomon and Diane Dougherty, nursing students in Aurora, Colorado, who were inspired to educate the public about the potential health risk presented by radon exposure.

[more >>](#)

LATEST NEWS

1 in 4 Kansas Homes May Have Elevated Radon Risk

OCTOBER 19, 2010

Push is on: Radon, be gone

OCTOBER 19, 2010

Illinois Officials Encourage Radon Testing

OCTOBER 19, 2010

[all news >>](#)

[submit a news story >>](#)

LATEST BLOG POSTS

SAVE THE DATE - Region 6 Radon Stakeholder's Meeting - March 29, 2011

[GBROZOWSKI](#) ON OCTOBER 14, 2010 - 3:25PM

Save the Date: EPA Region 7 Radon Meeting

[ROBERT DYE](#) ON OCTOBER 12, 2010 - 9:42AM

Radon Tee: World Trek 2010 Travels to Utah to Raise Radon Awareness

[LOU WITT](#) ON OCTOBER 7, 2010 - 6:19AM

RRNC Standard Now Available for Public Review

[RADONLEADERS](#) ON OCTOBER 6, 2010 - 11:50AM

Radon & Cancer: Preventing Cancer in the Latino Community

[RADONLEADERS](#) ON OCTOBER 5, 2010 - 1:31PM

Resources on Acceptable Indoor Radon Concentrations

[RADONLEADERS](#) ON SEPTEMBER 30, 2010 - 4:16PM

[View all >>](#)

LATEST FORUM TOPICS

EPA State Radon Surveys versus state collected data

[FIELD](#) ON OCTOBER 16, 2010 - 8:43AM

Permissible Limits of Radon Concentrations

[REVEREND MURRAY](#)

If you build it they will come... Nope

- What is your value proposition for your users?
- User-generate content: chicken or the egg dilemma
- Hooks to generate members and return visits
 - Partners seed unique content
 - Email updates to highlight user content
 - Bridge between face-to-face meetings
- Change and adapt based on other needs

Two years later...

- ROI?
- 700+ members
- 400 unique posts (average 3-5 a week)
 - Blogs most used feature
- New collaborative projects
 - E.g. “Radon T” social media campaign

[Suggest to Friends](#)[Subscribe via SMS](#)

Radon gas is the leading environmental cause of cancer mortality.

If you haven't tested your home for elevated radon levels - test now!

Love your lungs. Test for Radon. [CanSAR.org](#)

Information

Affiliation:
Cancer Survivors Against Radon
(CanSAR)

Location:
PO Box 245
Waterloo, IL, 62298

2 Friends Like This

Radon Tee Perhaps with a piece of candy to trick or treaters, we can hand out Radon information and gadgets to remind all the parents to protect those precious to their hearts. *on Sunday*

[Wall](#)[Info](#)[Photos](#)[Discussions](#)[Notes](#)[Video](#)[»](#)

Attach:

[Share](#)[Filters](#)

Radon Tee Thanks to National Lung Cancer Partnership and Dr. Regina Vidaver for helping to educate all on the facts about lung cancer and Radon gas. November is National Lung Cancer Awareness Month.



Americans in the Dark About Lung Cancer, Survey Finds -
HADISON, Wisc., Oct. 26 /PRNewswire-USNewsw
www.prnewswire.com
Americans in the Dark About Lung Cancer, Survey Finds.

42 minutes ago · [Comment](#) · [Like](#) · [Share](#) · [Flag](#)

2 people like this.



Shane Smith This was pretty surprising statistics and something we will definitely use when we talk about radon here in nebraska
19 minutes ago · [Like](#) · [Flag](#)



Pro Ten Members of the Royal Institute of Chartered Surveyors have supported the Radon Tee World Trek after attending a seminar explaining the risks related to radon gas in buildings. Radon specialists, ProTen Services were invited to deliver a CPD (Continuing Professional Development) seminar to members of the RICS SE Surrey ...

[See More](#)

[Create an Ad](#)

**Love your alma
matter?**
victoriasecret.com



Shop the new Victoria's Secret PINK Collegiate Collection and support your school in style. Find a store and shop online at vspink.com

At the Heart of it All



Metropole Condos are in Logan Circle across from Wholefoods at 15th & P st. NW. Designer finishes, terrace, & garage parking available.

70% Off Fir **Chat (Offline)**

GreenGov Collaborative

- E.O. 13514 signed October 2009
- GreenGov Challenge
 - 5,000 ideas and 165,000 votes from 14,000 federal employees.
- How to connect this community?
 - Fedcenter.gov existing multi-agency network of 8000+ members
 - No \$, limited staff, but BIG hook



“I’m asking you to act on the GreenGov Challenge. Choose an idea you can champion and help us lead by example. Just go to www.whitehouse.gov/greengov to get started.”



Search FedCenter

GreenGov Collaborative



Email It Subscribe

Print It Feedback

GreenGov Resources

President Obama's
GreenGov Collaborative
Message

GreenGov Final Report

About GreenGov /
Getting StartedExecutive Order 13514
on Federal SustainabilityOffice of the Federal
Environmental ExecutiveGreenGov Member
Directory

Members

Logout Jeremy Ames

Edit My Profile

Comments/Suggestions?

President Obama is **calling** on you to turn your GreenGov ideas into action. The GreenGov Collaborative is your opportunity to work with colleagues across the government to put these ideas into action. Please use the discussion forums below to share your best ideas and strategies, ask questions, and recruit allies in your efforts to create a more sustainable Federal Government. To get started, check out About GreenGov.

Announcements

White House Announces Release of Federal Agency Strategic Sustainability Performance Plans (SSPP)
CEQ Issues Draft Guidance for Federal Greenhouse Gas Reporting and Accounting
Obama Administration and The George Washington University Announce 2010 GreenGov Symposium

More Announcements

Suggest Announcement

Discussion Forums

Discussion	Topics	Replies	
Clean Energy and Green Fleets Reducing Federal fossil fuel use and greenhouse gas pollution through efficiency and renewable energy development.	7	20	
Green Buildings Making Federal facilities more sustainable through water and energy conservation, sustainable landscaping, waste reduction, and green cleaning.	12	31	
Sustainable Products and Purchasing Spurring innovation and green entrepreneurship by increasing green procurement (e.g. biobased, water efficient, recycled content, Energy Star, etc.)	8	20	
Sustainable Workplaces Promoting teleworking and low-carbon commuting options, workplace recycling and waste reduction, and green cafeterias.	11	31	

Create Discussion

Take Our Instant Poll

What feature would you like to see added to the Collaborative?

- ☐ Blogs
- ☐ Regional Forums
- ☐ Wikis

Submit Answer

View Results

Add Question

Manage Questions

Recent Posts

- Purchasing Green Power from third party providers
- Green Roads
- Co-generation/Waste-to-Energy
- Green Procurement for Defense Acquisitions
- Application of the EMS in your workspace
- FAX Machines on Do Not Call Registry

Upcoming Events

October 2010

10/21 - 2010 World Green Energy Symposium and Expo (Until 10/23)

10/21 - Annual International Conference on Soils, Sediments, Water and Energy (Until 10/21)

10/25 - Offshore Wind: Power Summit (Until 10/27)

November 2010

11/01 - 2010 National Training Conference on the Toxics Release Inventory (TRI) and Environmental Conditions in Communities (Until 11/04)

11/03 - North American Lake Management Society (NALMS) 30th International Symposium (Until 11/05)

11/03 - The Changing Tide of Recycling's Future (Until 11/04)

11/08 - International Defense Energy & Fuel Security (IDEFS) (Until 11/10)

11/09 - GOVGREEN Conference and Expo (Until 11/10)

11/13 - 5th National Conference on Coastal and Estuarine Habitat Restoration (Until 11/17)

Suggest Event

For questions/additional information, please contact:

Office of the Federal Environmental Executive
greengov@fedcenter.gov

9 months later

- Promotion
 - Newsletter and regular email updates
 - Tie to GreenGov Symposium & Awards
 - Whitehouse.gov landing page
- 1400 members (all feds)
- 100 forum posts, average 25 views a piece
- Network still a work in progress
 - Next steps? Regional green teams, blogs, case studies, progress reports

Take Aways

- Have a plan and commitment to ongoing care and feeding of your online community
- Be adaptable and fail fast
 - Community will evolve in ways you didn't anticipate
- Persistence and patience are key